

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DGS0057619**  
POSITION NO: 204657  
CLASS CODE: 4147

Date Posted: **03/11/13**  
Closing Date: **03/22/13**

POSITION TITLE: **MOTOR COACH DRIVER/CHARTER OPERATIONS**  
DEPARTMENT NAME: **DGS/NAVAJO TRANSIT SYSTEM**  
DEPARTMENT NO: 5 WORKSITE LOCATION: FT. DEFIANCE, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A  
Days: Mon-Fri Permanent: ☒  
Hours: 8am-5pm Temporary: ☐ Duration:                      \$ 24,752.00 Per Annum  
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 11.90 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, required to be familiar with and in compliance with Federal Motor Carrier Safety Regulations as prescribed by U.S. Department of Transportation, Federal Transportation Administration, Navajo Transit System Drug and Alcohol Testing Policy, Navajo Nation Personnel Policies and Procedures manual. Must be able and proficient in driving a greyhound-type, intercity diesel powered transit bus and other transit vehicles, such as wheelchair-equipped transit buses, mid-size buses, commuter vans, and other assigned vehicles. Conduct pre-op inspections to ensure the motor coach is clean and operational in accordance with federal motor coach regulations. Assists as back up if a motor coach breaks down to complete charter services. Must have excellent customer service skills, courteously greet passengers, assists passengers with baggage. Assist as a backup driver for the fixed route operations, collect tickets and cash fares, records cash receipt, ticket fares, mileage and ridership data. Overnight and/or weekend driving may be required, must participate in workgroups, perform other related duties as assigned. Ability to lift 50 or more pounds, handling of baggage, parcels, boxes and/or other equipment.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

High School diploma or GED (**PREFERRED**). Ability to read and write English, understand written and oral directions and established procedures.

**Experience:**

Two (2) years experience in operating a class of vehicles with a gross vehicle weight equal to motor coaches. Must be 21 years of age or older and have a clean driving record for the past three years prior to employment. Preferably, have at least two years on the road driving experience, driving commercial vehicles, including school buses, transit buses and trucks.

**In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.**

**Special Knowledge, Skills and Abilities:**

Knowledge of the geography of the Navajo Nation and geographic areas of surrounding states, town, highways and roads, ability to understand and follow oral and written directions or established procedures, to learn department rules and safety regulations, keep records and deal courteously with passengers and general public. Ability to communicate in the English and Navajo Language.

**License/Certification Requirements:**

Must possess a valid Commercial Driver's License (CDL) - Class A or B with P-Passenger Endorsement, a Navajo Nation Motor Vehicle permit within 90 days of employment, and have a clean driving record for past three years prior to employment. Obtain Certificate of Emergency Safety Course (First-Aid and CPR), a Medical Examiner's Certificate within 90 days of employment. Must pass a pre-employment drug test in accordance with Federal Transit Administration regulations. Must pass a physical exam and a written road test. *May be subject to background check.*

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*